

Nevada Network of Fire Adapted Communities

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CHAPTER LEADER HANDBOOK

2019 (Draft)



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A Comprehensive Guide for the New Chapter Leader
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THE NEVADA NETWORK OF FIRE ADAPTED COMMUNITIES

INTRODUCTION

Why Does Your Community need a local Chapter of the Nevada Network of Fire Adapted Communities?

Enticed by secluded settings, open space, and beautiful vistas, Nevada's population has soared in the last 40 years. Suburbanization has pushed communities into the wildland-urban interface (WUI), blurring the boundaries between cities and nature. Coupled with the fact that Nevada is consistently ranked at or near the top of those states experiencing the greatest loss from wildfire, the stage has been set for catastrophic consequences if action is not taken.



Choosing to live in a fire prone environment means we must learn to live with and survive wildfire. Nevada's wildland ecosystems are fire dependent; they need fire to survive. Fire thins the vegetation and removes dead and diseased material, giving plants room to establish and grow. It favors fire adapted plants and plays a vital role in maintaining a rich and diverse native plant community. Wildfire is a fact of life in Nevada. Learning to live with fire means protecting our community assets and reducing the probability of devastating loss when fire inevitably does occur.

The Mission of the Nevada Network of Fire Adapted Communities (The Network) is to foster the wide spread occurrence of Fire Adapted Communities where people living in high fire threat locations fully prepare themselves, their homes, and the landscape where they reside to survive the destructive force of wildfire. Establishing a local, community-based Chapter of the Network can play a vital role in protecting your community from the threat of wildfire by:

- Mobilizing people in the community who stand to lose something of value to fire.
- Creating a powerful group initiative to find and implement solutions to the problem wildfire presents to people, homes, and landscapes.
- Giving voice and focus to a serious community threat.

- Providing access to other community leaders facing the same threat and a statewide Network providing invaluable support, information, and connectivity
- Becoming an integral part of an organizational support system that can provide technical expertise, assistance with securing grant funding, and technical expertise of the wildfire threat and fuel mitigation.
- Generating the community support necessary to plan and implement wildfire threat reduction activities thereby saving lives, property, money, and other valuable resources from wildfire.

Local Network Community Chapters Make a Difference

Network Community Chapters create homeowner and stakeholder buy-in to mitigating the threat of wildfire by:

- Raising awareness and providing educational opportunities to create a more informed and action oriented citizenry.
- Creating or updating their Community Wildfire Protection Plan (CWPP) and producing a list of prioritized wildfire preparedness and fuel reduction projects or programs
- Conducting an annual Fire Adapted Community event that reduces hazardous fuels, provides wildfire educational opportunities, or enables planning for the wildfire threat in your community.
- Developing an emergency preparedness and evacuation plan for the community before wildfire strikes. This proactive measure helps prevent the loss of life, property, homes, businesses, natural and historic areas, and other valuable assets at risk of being destroyed by wildfire.
- Providing an opportunity for community residents and organizations to voice concerns about the wildfire threat and develop action plans to mitigate those hazardous fuel and structural characteristics that specifically contribute to the danger being faced.
- Applying for and receiving financial grants to help offset the cost of accomplishing specific mitigation projects.
- Taking advantage of all available resources to reduce the wildfire threat through the formation of critically important and effective partnerships with local, state, and federal fire service organizations.
- Reducing the volume and character of hazardous fuels to lower fire intensity and provide a safe environment for fire fighters to do their job.

Background and Overview of the Nevada Network of Fire Adapted Communities

Background: The Network was established as the successor to the Nevada Fire Safe Council (NVFSC). Homeowners, wildfire experts, and community leaders established the NVFSC in 2000 to provide a central organization that could assist Nevada communities prepare for the threat of wildfire. This grass roots, community-based organization provided communities a voice with funding agencies and allowed communities to take action to mitigate the threat of wildfire. The NVFSC was very successful in implementing wildfire risk reduction projects throughout Nevada and had 105 chapters in its peak year of 2008. Unfortunately, the NVFSC closed permanently in 2011 due to the improper management of federal grant funds.



The closure of the NVFSC left Nevada communities, homeowners, and residents without a leadership organization and many communities stopped doing wildfire threat reduction work. Immediately after losing the NVFSC, all partners convened to try to make a similar operation. The University of Nevada Reno-Cooperative Extension (UNCE) and the Nevada Division of Forestry (NDF) in cooperation with state, federal, local and community partners created the Nevada Network of Fire Adapted Communities to replace the void in community leadership left by the closure of the NVFSC.

Nevada's Wildfire Problem:

Nevada's fire management officials are increasingly concerned about the explosive character of wildfires occurring across the state and the growing threat wildfires pose to communities, resources, and human life. While improving fire suppression capability is a direct and obvious approach, fire officials accept the fact that supplying more engines and crews is only a partial solution to a very serious and growing problem. Grass roots, community level support and action is needed to create zones of modified fuel that will reduce fire intensity, slow the rate of spread, and give firefighters a realistic chance to defend vulnerable communities. The Network helps to marshal local forces and establish the critical lines of communication required to implement community education and fuel reduction.



Wildfire fire behavior is becoming more unpredictable. The typical Nevada fire season was May-October. This is no longer the case in Nevada and most of the American

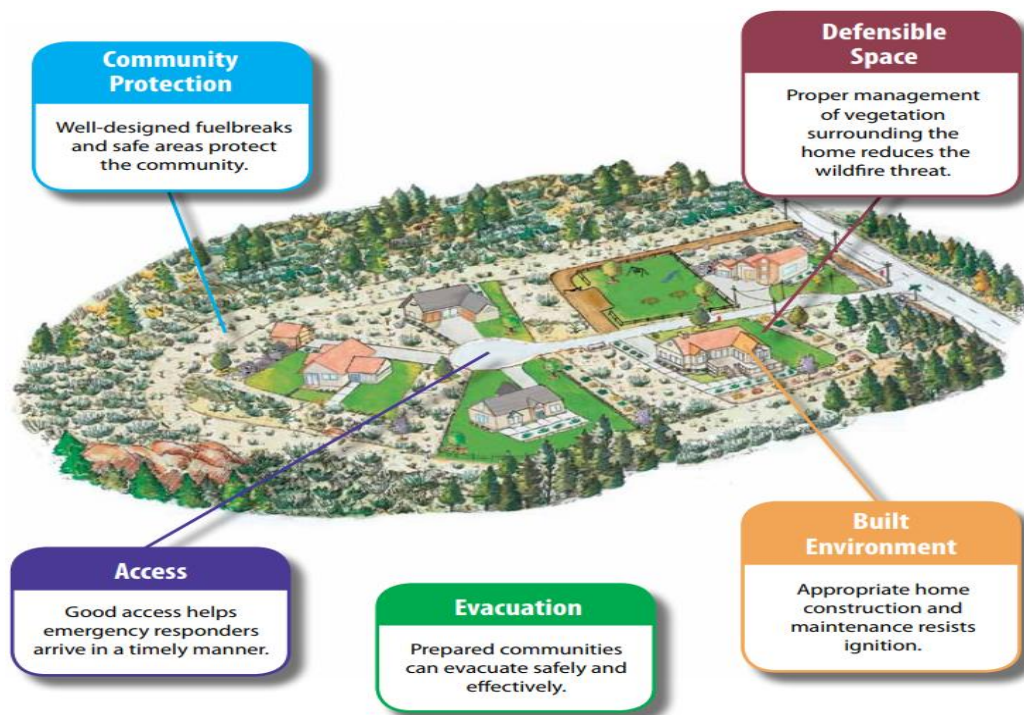
West. Fires that ignite in the “off” season have the potential to destroy homes, threaten communities, and degrade our natural resources. The 2012 Washoe Drive Fire and 2011 Caughlin Fire in Reno are examples of fires that started in the “off” season (October-May) that resulted in the loss of homes. Wildfire preparation and prevention is a year-round endeavor for Nevada residents and communities.

Another issue with wildfire in Nevada is that Nevada communities are expanding with the influx of new residents from other states and regions. These residents often do not experience the threat of wildfire and need to be educated in order to be more prepared for wildfire. The Network works closely with the University of Nevada Cooperative Extension to provide educational outreach to communities, residents, and partner agencies to improve their practical knowledge of wildfire preparedness, mitigation, and planning. The Network Chapter leaders, with the Network Staff, are at the forefront of providing education to their community.

What is a Fire Adapted Community (FAC)?

A Fire Adapted Community or FAC is a community that proactively prepares for and mitigates the threat of wildfire so that they can survive a wildfire event with little assistance from fire fighters.

Fire Adapted Communities typically focus on five areas of wildfire preparedness and mitigation within their community Chapter.



1. Access: Ensuring that first responders and firefighters have good access to your community so they can respond safely and effectively to a fire emergency.
2. Built Environment: Involves taking the necessary steps to better prepare your home's structural components to withstand wildfires.
3. Community Protection: Measures that Chapters can take to ensure the entire community is protected. These measures often include fuel breaks and CWPPs

4. Defensible Space: Focuses on the mitigation and prevention measures a homeowner can perform on his/her property to help them prepare and recover from a wildfire.
5. Evacuation: Preparing yourself, your family, and your community to safely evacuate your community with a predetermined plan in the event of a wildfire.

Organization of the Nevada Network of Fire Adapted Communities

The Network is a program within the Nevada Division of Forestry (NDF). NDF provides professional natural resource and wildland fire management services to Nevada citizens and visitors to enhance, conserve and protect forest, rangeland and watershed values, endangered plants and other native flora.

Network Advisory Board: An Advisory Board of 15 members provides the decision-making process for the Network. The Advisory Board is made up of Nevada wildfire professionals, state/ federal agency representatives, and Chapter Community leaders. The Advisory Board structure is as follows:

Network Advisory Board Representation and Terms

Position	Appointing/ Electing Authority	Appointed or Elected	Term
Lake Tahoe Network of Fire Adapted Communities	Tahoe Fire and Fuels Team	Appointed	1 year
Southern Region Communities	Elected- Regional Network Member	Elected	3 years
Northern Region Communities	Elected- Regional Network Member	Elected	3 years
Western Region Communities	Elected- Regional Network Member	Elected	3 years
Bureau of Land Management	Bureau of Land Management	Appointed	1 year
US Forest Service	US Forest Service	Appointed	1 year
Nevada Division of Forestry	Nevada Division of Forestry	Appointed	1 year
Local Fire Service	Nevada Fire Chiefs Association	Appointed	1 year
Volunteer Fire Service	Nevada State Firefighter's Association	Appointed	1 year

WUI Planning/ Code	American Planning Association- NV Chapter	Appointed	1 year
Landscape Industry	Nevada Landscape Association	Appointed	1 year
Insurance Industry	NV Insurance Council	Appointed	1 year
Counties	Nevada Association of Counties	Appointed	1 year
Cities	Nevada League of Cities	Appointed	1 year
Mitigation/ Education	University of Nevada Cooperative Extension	Appointed	1 year

Network Staff: Network Staff are employees of the Nevada Division of Forestry and report to the Advisory Board. Staff includes the following team members:

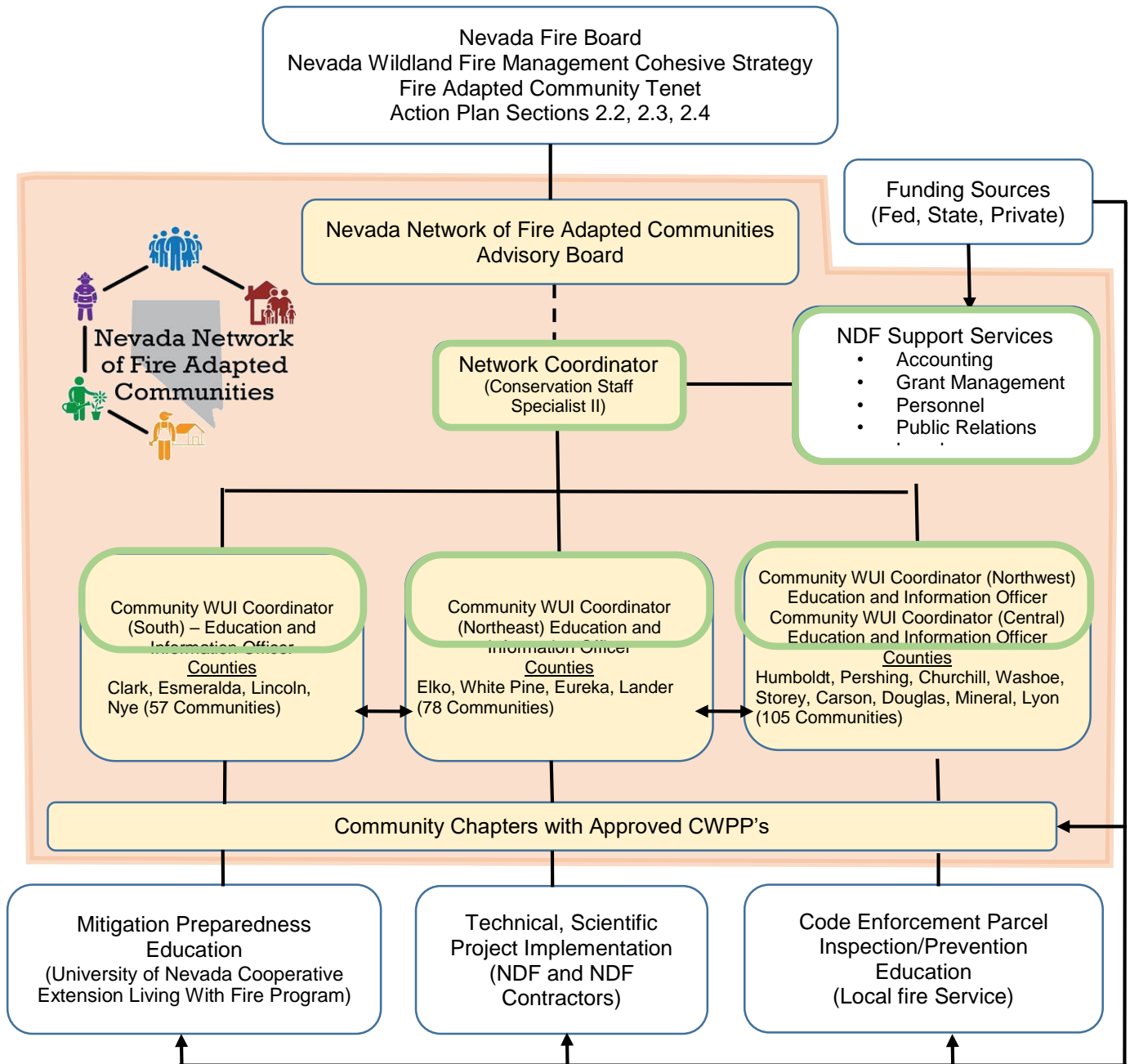
Network Coordinator: The Network Coordinator operates under the guidance of the Network Advisory Board to design and implement the Network program and is the primary tactical decision maker implementing the Network operations according to the strategy set forth by the Advisory Board and within the legal and policy constraints of the Nevada Division of Forestry. The Network Coordinator ensures that the Regional Community WUI Coordinators are deploying the program according to the Board's guidance and supervises and assists those employees. The Network Coordinator coordinates at the state level with coalition partners to ensure a unified effort is maintained in program deployment. The Coordinator organizes Advisory Board meetings, maintains the website, creates and distribute newsletters, as well as organizes learning opportunities.

Regional WUI Community Coordinators: The Regional Community WUI Coordinators assists communities to become active, stable, local chapters that focus on building community level partnerships to plan, fund, implement and maintain fuel reduction, defensible space, and other FAC-related projects. These individuals also ensure that a communication and operational connection remains between all levels of the entire coalition, especially when and where services or products need to be transferred or delivered from one coalition member to another.

The regional community coordinators are often the Community Chapter Leader's primary point of contact. They assist Community Chapter's with their annual Fire Adapted Community event, annual progress report, and CWPP planning.

NDF Support Services: Current NDF employees provide logistical assistance in the areas of accounting, grants management, human resources, public relations, and legal analysis to the Network.

Nevada Network of Fire Adapted Communities Organizational Chart

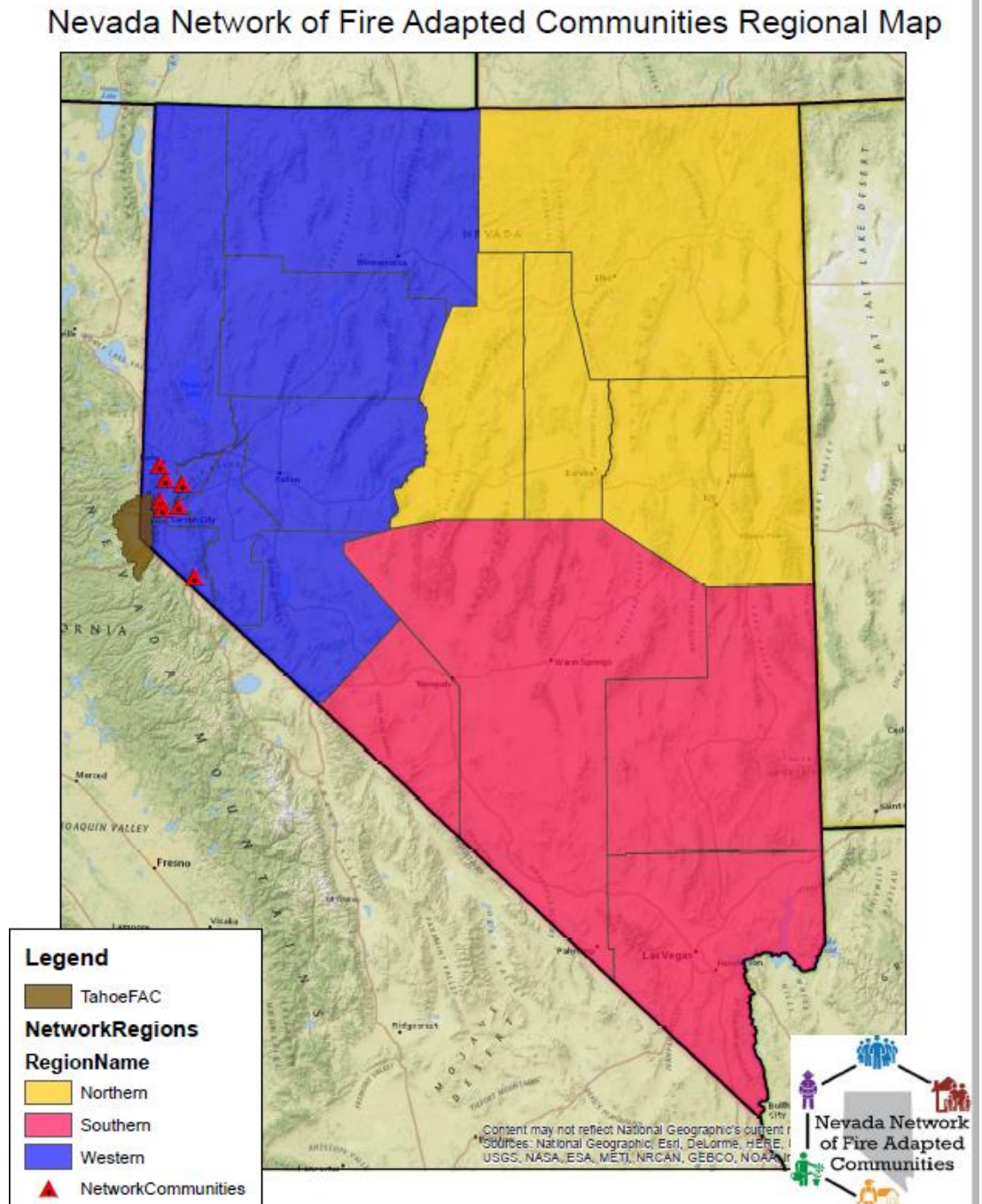


Network Regions: The Network is divided into three administrative regions. While the Western Region technically includes communities in the Tahoe Basin, citizens located within the Basin have formed an independent Network of Fire Adapted Communities. Therefore, locations within the Basin are not included in the Nevada Network and are encouraged to work with the Tahoe Network sponsored by the Tahoe RCD.

Western:
Humboldt,
Pershing, Storey,
Churchill,
Washoe, Douglas,
Mineral, Carson
City, Lyon, and
Douglas Counties

Northern: Elko,
White Pine,
Eureka, and
Lander Counties

Southern: Clark,
Esmeralda,
Lincoln, and Nye
Counties



NETWORK MEMBERSHIP

Membership Categories: The Network has four membership categories.

1. **Individual Members:** Individual Membership is extended to individuals who live or own property with the threat of wildfire.
2. **Friend of the Network Member:** Friend of the Network Membership is for Individuals who do not live in an area with a threat of wildfire or simply want to support the mission of the Network can apply for membership as *A Friend of the Network*
3. **Community Chapter Members:** Community Chapters are established when Network Individual Members decide to coalesce and form a local action group to address their common vulnerability they may apply for status in the Network as a local *Chapter*
4. **Partnering Members:** Organizations, agencies, NGO's, associations, and similar groups can apply for membership in the Network as a *Partnering Member*.

Individual Membership:

Individual membership is for individuals who live or own property with the threat of wildfire. Individual members may affiliate with any Community Chapter where they live or own property.

Individual Membership Requirements:

To qualify for membership as an *Individual Member*, individuals must:

- a. Reside or own property in a Nevada location threatened by wildfire.
- b. Agree to support the Vision and Mission of the Network.
- c. Apply fire adapted community principles to their own residence/properties.
- d. If affiliated with a community chapter, agree to support the work of the chapter by active participation in the accomplishment of goals and objectives.
- e. Pay the annual fee of \$15.00 per member. (The individual membership fee will be postponed until the Network

Annual Membership fee collection mechanisms are in place.)

Individual Membership Benefits:

Individual Members will receive the following benefits:

- a. The opportunity to support an organization that works to reduce the threat from wildfire and increase the survivability of their home and their community.
- b. The opportunity to join with other *Individual Members* to form a local community *Chapter*, which could increase the opportunity to receive financial support from state, federal and local entities to assist in preparing the community for the presence of wildfire.
- c. The opportunity to receive information, education and training related to wildfire preparedness.
- d. The opportunity to acquire technical knowledge needed to more effectively influence planning and decision-making activities affecting the local area.

Individual Membership Fee Purpose and Use: The Purpose of the annual individual fee is to establish a funding pool from which a community chapter can draw upon for supporting fire adapted community enhancing activities. This pool will be made available to the community chapter via the approval of a Community Grant proposal for eligible projects.

Membership Fee Collection: Membership fee collection is conducted via check or the Network's designated online payment system. Membership applicants will be provided a written confirmation of payment and a proof of membership. Membership dues paid by cash will not be accepted

Individual Membership Renewal: Individual Membership will be renewed January 1st of each year. Notifications of membership expiration and the requirement for renewal will be distributed December 31st of each year.

Individual Member Application: Individuals whom live or own property with the threat of wildfire and wish to join the Network must submit an Individual Membership Application to their Network WUI Coordinator or Community Chapter Leader. The approved individual member application can be found in appendix A.

Community Chapter Membership:

Community Chapters are established when Network Individual Members in a wildfire threatened location or community decide to coalesce and form a local action group to address their common vulnerability they may apply for status in the Network as a local Chapter.

Community Chapter Requirements:

To qualify for status as a Chapter within the Network, the community must meet the following qualifications:

- a. Document the involvement and commitment of a minimum of two founding members that are individual members within the Network.
- b. Designate chapter boundaries within which their activities will occur that do not overlap with other chapter boundaries.
- c. Select a sustainable system of governance that will be utilized for decisions and leadership.
- d. Propose a name or title for the *Chapter*.
- e. Complete an application for *Chapter* status to be considered for action by the Board.
- f. Agree to principles, prerogatives, and obligations as detailed in the Chapter Charter that establish the relationship between the *Chapter* and the Board/Network as well as the intent of both parties to fulfill obligations that ensure mutual benefit in support of The Network's Vision and Mission.

Community Chapter Annual Fee: No Annual Fee will be assessed to Community Chapters. Individual members within the Chapter are required to pay the annual \$15.00 fee per year.

Community Chapter Obligations and Expectations:

The obligations that the *Chapter* must fulfill are listed below in rank order of importance

1. With support from The Network, and in partnership with your local, state and federal fire agencies, create or update the Community Wildfire Protection Plan (CWPP) for the community. (Community Chapters are expected to show significant progress within the first two years and completion by the third year.)
2. Create a prioritized action plan to become a Fire Adapted Community (FAC).
3. Conduct an annual Fire Adapted Community event.
4. Document a community investment of \$2 per capita annually in activities that contribute to fully preparing the community for the presence of wildfire.
5. Provide an annual progress report to the Board summarizing the *Chapter's* progress in becoming a Fire Adapted Community.

Community Chapter Benefits: The benefits that a Chapter can reasonably expect the Network to provide are information, mentorship, guidance, and connectivity to resources to assist with the following:

1. Provide a single point of contact for membership
2. Disposal of accumulated hazardous fuels
3. Funding and grant opportunities
4. Access to educational and informational material available for distribution from the Network, Living With Fire, and others.
5. Connect community with professionals and/or qualified contractors or work crews when project prescriptions

- require the involvement of labor beyond the community's capability.
6. Creating or maintaining the Community Wildfire Protection Plan (CWPP).
 7. Allow Chapters to utilize the name, logo, and other marketing materials of the Network when such use clearly advances the Network's mission.

Community Chapter Renewal: Continuation of *Chapter* status is subject to review and renewal January 1st of each year. Notifications of membership expiration and the requirement for renewal will be distributed December 31st of each year. An annual report of *Chapter* accomplishments will be submitted to the Board in support of membership renewal requests.

Community Chapter Application and Charter: Network Individual Members that wish to coalesce and form a local action group to address their common vulnerability to wildfire may apply for status in the Network as a local Community Chapter. Two Network Individual Members from the proposed community must provide a completed Community Chapter Application to their Network WUI Coordinator or Network Coordinator. The Advisory Board will review the Community Chapter application and either approve it or request modifications. The approved Community Chapter charter application can be found in appendix B.

STEPS FOR ESTABLISHING A NEW NETWORK CHAPTER

Step 1: Understand the Network Structure

- The Nevada Network of Fire Adapted Communities is a program within the Nevada Division of Forestry, a State of Nevada government agency.
- There are Four membership categories
 - Individual Membership
 - Community Chapter Membership
 - Friend of the Network Membership
 - Partnering Member
- An Advisory Board of 15 governs the Network and provides the overall operational and programmatic direction. The Advisory Board and NDF supervise the Network Staff.
- Actions of the Advisory Board, Network Staff, and Network Members are guided by the Network Operating Manual. Network staff can provide you with a Network Operating Manual or it can be found at www.forestry.nv.gov/fire-adapted-communities
- The Bureau of Land Management, US Forest Service, and membership fees provide the necessary financial support to the Network

Step 2: Identify Your Key Community Leaders

- Identify leaders within your community that would be interested in joining the Network as Individual Members.
- Tapping into a preexisting organizational membership list, such as an HOA, is a great start.
- Ask a Network staff member to provide an educational presentation about the Network or wildfire preparedness to your community.
- Select your two founding members of the Community Chapter and set a meeting with Network staff to learn more about the Network
- Complete the Individual Membership application for the two founding members and submit it for Network staff review.
- If necessary, hold a preliminary community meeting to provide interested members more information about the Network and determine how you want organize your Community Chapter.

Step 3: Complete the Community Chapter Membership Application

- Complete the Community Chapter Membership Application with a Network Staff Member.
- Within the application, the proposed Community Chapter must:

1. Document the involvement and commitment of two founding members.
 2. Designate Chapter boundaries within which Chapter activities will occur that do not overlap with other Chapters (See Example Map- Appendix A)
 3. Select a sustainable system of governance that will be utilized for making decisions and ensuring continuing leadership. (See Example System of Governance- Appendix B) An existing HOA, GID, or other community-based organization can serve as your Chapter's system of governance.
 4. Propose a name for your Community Chapter
 5. Establish goals and commit to increase awareness. Motivate the residents of your community and seek the expertise and resources required to advance the Network's mission.
- Submit your completed application to the Network Community WUI Coordinator or Network Coordinator for Advisory Board review.
 - Once Approved, receive your letter of Chapter recognition and accept membership.

RECRUITING MEMBERS TO YOUR NEW NETWORK CHAPTER

Recruiting additional members for your Community Chapter is essential to ensure your Chapter is sustainable and all key community members are involved. First, identify the potential public and private partners in your community who are at risk of loss from wildfire. Here are some examples of potential members:

- The Fire Department or local Fire Protection District has a vested interest in an organized community effort to reduce the wildfire threat and increase protection to lives, homes, community infrastructure, and other important resources.
- Utilities, such as the water district or the electric company, are concerned about fire safety because their services may be disrupted when a fire occurs and follow-up repairs can be costly.
- Environmental Groups are especially concerned about habitat loss for endangered species, water quality and erosion, and long term degradation of the ecosystem.
- Insurance industry representatives are interested in reducing their exposure to high risk situations and support communities that have taken fire safety measures.
- Landscapers can provide information on fire safe landscaping and help educate homeowners about choosing more fire-resistant plants.
- Real estate agents are the first people homeowners meet when they are moving into the neighborhood. Real estate agents are concerned about the negative market impact resulting from high fire threat levels.

- The Parks and Recreation Department seeks to protect natural areas from damaging wildfire and may educate the community about fire's role in the ecosystem.
- Local Political Leaders can provide invaluable leadership and support to community organizational efforts and represent community fire safe concerns/initiatives in government.
- Homeowner Associations have a vested interest in protecting their individual homes, as well as their neighborhoods, from wildfires.
- Other Local Groups that have a vested interest in fire safety; this could and should be just about anyone who lives or works in the area.

The next step is to write a letter or in some other way contact each potential partner member or new individual member and explain the need for community action and invite them to an organizing meeting. A sample letter **can be found in Appendix**

PREPARING FOR YOUR FIRST COMMUNITY CHAPTER MEETING

1. Contact the Network WUI Coordinator assigned to your Community

The Network WUI Coordinator assigned to your region will provide some assistance with organizing your first meeting. They are the Network's experts at establishing new Community Chapters and assisting existing Chapters. These individuals are experienced in local Chapter formation and can provide invaluable guidance through the process. Invite them to your meeting and ask them for assistance.

2. Contact Local Fire Officials

As the local experts, your fire department will have valuable insight about your community's vulnerability to wildfire. The department may be able to provide program ideas that will help you motivate members to action and create some early successes.

3. Ask Fire Network Staff about a Community Wildfire Protection Plan or Nevada Risk/Hazard Assessment Report for Your Community

The Community Wildfire Protection Plan (CWPP) is an important planning document for your community's wildfire prevention, mitigation, and protection needs. A CWPP provides a risk assessment of the community and a list of prioritized fuel reduction projects. More information on CWPPs can be found at: www.forestry.nv.gov/fire-adapted-communities/community-wildfire-protection-plans-cwpp or within this guidebook on page 39.

The Nevada Risk/Hazard Assessment Project determined a threat level for all exposed communities across the state. The community level report outlines a strategy for minimizing losses and costs from wildland fires. The facts and statistics included in the Risk/Hazard Assessment will provide you with stark evidence of Nevada's fire problem.

4. Contact Local Community Chapters

Contacting members and Chapter Leaders from other communities is a good way to learn about successful grassroots fire safe programs. Presentations by experienced Chapter Leaders from other communities can greatly enhance and motivate your organizing efforts.

5. Select a Meeting Location

Hold the first meeting in a neutral location such as the local community center or library. Try to select a meeting place where everyone will feel comfortable sharing their ideas and concerns. The local fire department will often have a conference room available for this type of gathering.

6. Create an Agenda

At your first Network Community Chapter meeting, focus on the need for community action and the benefits of forming a local Chapter. Specific action items should concentrate on the steps to organize a local chapter. The goal of the first meeting is to focus on attainable

ENSURING THE FIRE ADAPTED COMMUNITY IS SUSTAINABLE

Long term maintenance of wildfire risk reduction projects in a fire adapted community is of special concern. Some risk reduction programs address the wildfire threat only at the time of heightened attention—after a wildfire or during a required review process for a new development. For the fire adapted community to be successfully maintained over time, the motivation for a sustainable program must come from within the community and must be repetitively promoted, both *before* and *after* wildfire events.

Effective and long term maintenance of the fire adapted community requires the ongoing cooperation and participation of the community partners, as well as integration of the various planning, outreach, and marketing programs. Actions outlined in the CWPP or other community plan must be undertaken by community partners to keep the long term wildfire risk reduction strategy working for the fire adapted community. It is particularly important for the community to assign responsibility and accountability for long term wildfire risk reduction activities. Long term maintenance of wildfire risk reduction actions can be written into plans and agreements, handled by third party managers and monitors, or otherwise incorporated into the community's culture by being regularly discussed at meetings and events.

Credit: Southeast FAC Coalition

goals for the Community Chapter no matter how seemingly small they might be. Positive forward progress is still progress. Avoid discussing controversial, divisive topics at the first meeting.

7. Leadership and Facilitation

One person needs to step forward and provide the leadership to facilitate and guide the discussions during the organizing meeting. This could be your Network WUI Coordinator so that your Chapter has an example of how meetings should be facilitated. A good leader/facilitator for future Chapter members is a respected community member that has the ability to work with people and achieve consensus.

Sample Agenda for First Community Chapter Meeting



State Office Chapter Meeting Agenda
October 17th, 2018
8:00 am to 10:00 am
2478 Fairview Dr. Carson City, NV.

- I. Welcome/ Introductions
- II. Nevada's Wildfire Problem and need to organize Chapter
- III. How great is the threat to our community? What does our risk assessment or CWPP say?
- IV. Overview of the Nevada Network of Fire Adapted Communities
 - a. What is a Fire Adapted Community?
 - b. What is the Network?
 - c. What does the Network do and how does it operate?
 - d. How can the Network assist our community?
- V. Identify Community Goals to address Wildfire Issue
 - a. Discussion of possible action items to address Issues
- VI. Community Open Forum
 - a. Opportunity for general membership or community members to provide public comment on agenda items (Comments limited to no more than 5 minutes)
- VII. Adjournment

Next Meeting: December 15th, 8:00 am to 10:00 am, 2478 Fairview Dr. Carson City.

Making the Most out of your First Community Chapter Meeting

At the Meeting:

1. Take Meeting Minutes

Meeting minutes are valuable because the group can refer back to the minutes to recall the events of past meetings. This is an excellent way to keep track of new ideas and responsibilities for projects. Whoever takes meeting minutes should be willing to type them up after the meeting. It may also be a good idea to mail or e-mail minutes to Council members to keep them updated.

2. Develop a Membership Roster

Circulate an attendance sheet during the meeting and have those in attendance write down their names, addresses, telephone numbers and, if available, their e-mail addresses. The person taking meeting minutes should type up a roster so that members can get in touch with each other between meetings.

3. Display a Map of the Community

The map will help the Council identify areas of concern and high fire hazard areas in the community. Your Network WUI Coordinator or local fire protection district can help make a map of your community

4. Share Fire Safety Brochures and Materials

Visit the University of Nevada Cooperative Extension's Living With Fire program page for wildfire preparedness, mitigation, and recovery information at www.livingwithfire.info or contact your Network WUI Coordinator for informational literature

During the Meeting

1. Welcome

Greet and welcome those in attendance to the first meeting. Most of them probably have very busy schedules. They may be attending this initial meeting to determine if their membership is a good use of their time. Express gratitude for their attendance and convey a vision that this organizing effort can make a difference in the community.

2. Introductions

Ask everyone in the room to introduce themselves and their organizational affiliation. Revealing the group's diversity will allow everyone to see how wildfire affects the entire community.

3. Nevada's Fire Problem

The first order of business should be to explain Nevada's and your community's fire problem. A Network Staff member or local fire protection district staff, can

help the group understand the role of fire in the ecosystem and how it affects your community.

4. Overview of the Nevada Network of Fire Adapted Communities

Explain to attendees what a Fire Adapted Community is and what is Network is. Your Network WUI Coordinator can provide a presentation to your Community Chapter on the Network's purpose, membership categories, and how the Network might assist your Community Chapter.

5. Identify Community Goals

Identify some initial goals or issues your Community Chapter will work towards. These goals or issues should directly reduce the wildfire risk to your community. This is a good opportunity to complete the Fire Adapted Community Self-assessment tool. Some possible goals include:

- Providing defensible space inspections to homeowners
- Connecting community leaders with your local fire agencies
- Obtaining and maintaining Community Chapter status with the Network
- Improve community road and address signage

6. Community Open Forum

Allows members of your community to bring relevant wildfire matters to the attention of your Community Chapter. Community Chapters should facilitate community member comments and concerns in a professional and collaborative manner.

7. Chapter Organization (If you have not formally applied to the Network)

If your community is still considering whether or not to seek Community Chapter Status, it is best to have a meeting to discuss joining the Network. Following the presentations on the wildfire threat, the need for local responsibility and action, and the overview of the Network, the leader/facilitator should put the question to the group in a very direct way:

"Is organizing a local Community Chapter a good idea and are you prepared to invest the time and energy required to make this community protection effort a success?"

If the answer is yes, the next critical question is who will lead this organizing effort and who will provide the back-up necessary? At this point a small work group can begin to address the specific questions contained in the formal Chapter application and bring a recommendation back to the full group at the next meeting.

What follows are the items that may be taken into consideration by the smaller organizing committee as they prepare their recommendation for total group adoption:

- A. Board of Directors
 - a. Membership
 - 1. Categories
 - 2. Qualifications
 - 3. Dues
 - 4. Obligations
 - b. Directors
 - 1. Number
 - 2. Composition
 - 3. Qualifications
 - 4. Term of office
 - 5. Election
 - 6. Compensation
 - 7. Meetings
 - 8. Powers and obligations
 - 9. Mandatory participation
 - 10. Quorum
 - 11. Decisions by voting or consensus
 - c. Meetings (General membership)
 - 1. Minimum #
 - 2. Who can call
 - d. Committees
 - 1. Standing
 - 2. How formed and who can appoint

After the Meeting

1. Provide Action Item Updates to Participants

Your Chapter might assign action items for members to complete during your Community Chapter Meeting. Be sure to record these and keep track of them so you can revisit them at future meetings. Likewise, be prepared to provide updates to your community chapter.

2. Provide a Next Month Meeting Reminder

Several weeks before your next meeting provide participants with a friendly meeting reminder. Be sure to include the upcoming meeting agenda and any important supporting documentation they may want to consider.

COMMUNITY CHAPTER OBLIGATIONS AND EXPECTATIONS

Community Wildfire Protection Plan: With support from The Network, and in partnership with your local, state and federal fire agencies, create or update the Community Wildfire Protection Plan (CWPP) for the community.

Community Chapters are expected to show significant progress within the first two years and completion by the third year. Progress can be shown by taking some of the steps required to write or update your communities CWPP. Your Network Community WUI Coordinator will provide support to your Chapter by helping to facilitate the CWPP process and by engaging community members and required fire protection agencies.

CWPPs are authorized and defined in Title I of the Healthy Forests Restoration Act of 2003 (HFRA). CWPP's represent the best opportunity that communities have to address the challenges of the Wildland-Urban Interface. A CWPP helps communities define their priorities for the protection of life, property, and shared assets-at-risk from wildfires. Developing a CWPP encourages community members and leaders to have valuable discussions about wildfire preparedness, evacuation planning, and local fire district capabilities. The CWPP increases grant funding opportunities by prioritizing fuel reduction projects around and within the community.

Elements of a CWPP:

1. **Collaboration:** A CWPP must be collaboratively developed by local and state government agencies, in consultation with federal agencies and interested parties. The local county, local fire district and NDF must sign off on the final CWPP document.
2. **Prioritized Fuel Reduction:** The CWPP must identify and prioritize areas for hazardous fuel reduction treatments and recommend the methods of treatment that will protect at-risk communities and structures. A map of the priority fuel reduction projects is not required but is highly recommended.
3. **Treatment of Structure Ignitability:** A CWPP must also recommend measures that homeowners can take to reduce the ignitability of structures throughout the area addressed by the plan.

Steps to Complete or Update your CWPP:

1. Convene Local decision-makers

- a. Form a core team comprised of representatives from your local government, your local fire protection district, and the Nevada Division of Forestry.
- b. This core team must mutually agree to the final contents of the CWPP

- c. Community Leaders and Network Chapters leaders could be asked to be included in this core team but final approval comes from your local government, your local fire protection district, and the Nevada Division of Forestry

2. Engage the Community

- a. Involve Federal agencies
 - Federal Agencies are a good place to start because of their on-the-ground experience, mapping capabilities, and knowledge of natural resource planning. The following Federal agencies could be key partners for your CWPP core team:
 - Bureau of Land Management
 - US Forest Service
 - Bureau of Indian Affairs
 - Natural Resources Conservation Service
 - Tribal Governments
- b. Identify and engage Nevada State Agencies that are relevant players in your area. Such as:
 - Nevada Division of Forestry (Must be included)
 - Nevada Division of State Parks
 - Nevada Department of Wildlife
- c. Identify and engage County Agencies that are relevant players in your area. Such as:
 - i. Water Districts or GIDs
 - ii. Resource Conservation Districts
 - iii. County Planning Department
- d. Make contact and encourage active involvement in the development of the CWPP from a broad range of stakeholders such as:
 - Water Districts or GIDs
 - Owners of large amounts of properties
 - Resource Advisory Councils
 - Nevada Land Trust
 - Conservation Organizations

3. **Develop a Community Map**

- a. Establish a baseline map of the community that defines the community's WUI and displays:
 - Inhabited areas at potential risk to wildfire
 - Areas of community importance such as parks, recreational sites, historic sites, etc.
- b. Community maps can also include:
 - Topographical views of the Community
 - Fuels (type, model, species)
 - Ownership Parcels
 - Slope
 - Fire History and occurrence area

4. **Conduct a Community Risk Assessment**

- a. Identify shared assets at risk such as schools, water systems, shared routes of ingress/ egress, and community buildings.
- b. Assess hazard attributes in the four WUI attribute environments.
 - i. **Natural Environment:** Consider the attributes that may contribute to wildfire ignition such as:
 - Topography
 - Wildfire History
 - Weather Patterns
 - Wildland Fuels
 - ii. **Built Environment:** Identify human improvements within or adjacent to your community that be adversely impacted by a wildfire. Such as:
 - Homes, Businesses, and critical infrastructure at risk
 - Routes of access/ egress
 - Water supply/ sources
 - Electrical supply/ Transmission Lines
 - Community values such as schools, community centers, etc.

- iii. **Social Environment:** Includes community attitudes and perceptions towards the threat of wildfire. Key demographics such as age.
 - iv. **Response Environment:** Is the community's lever of emergency preparedness. This includes the community's emergency plans and evacuation procedures. This attribute also allows you to evaluate your local fire districts apparatus and equipment, staffing levels, and infrastructure.
- c. A Community Risk Assessment is an evaluation of the potential of fire risks to a community based on local factors and conditions,

Example Community Risk and Hazard Assessment

Table 1-1. Community Risk and Hazard Assessment Results

Community	Interface Condition	Interface Fuel Hazard Condition	Ignition Risk	Community Hazard Rating
Denio	Intermix	Low to High	High	Moderate
Denio Junction	Rural	Low to Moderate	High	Low
Golconda	Intermix	Low to Moderate	Moderate	Moderate
Grass Valley	Intermix	Low to High	High	Moderate
McDermitt	Classic Interface	Low to Moderate	High	Low
Orovada	Intermix	Low to Moderate	High	Low
Paradise Ranchos (Paradise Hills)	Classic Interface	Low to Moderate	High	Low
Paradise Valley	Intermix	Moderate	Low	Moderate
Quinn River	Intermix and Rural	Low to High	High	Not Quantified ¹
Valmy	Classic Interface	Low	Low	Moderate
Winnemucca	Classic Interface	Low to High	High	Moderate
Fort McDermitt	Intermix	Low to High	N/A ²	High ³

¹ The Risk/Hazard Assessment procedures are not applicable to rural ranch communities

² This information was not available in the SWCA (2003) report.

³ This rating was based upon similar community hazard assessment procedures reported in the SWCA (2003) report.

5. **Identify Community Goals**

- a. This step involves establishing a lost or matrix of overall community priorities based on overall risk, community value, and any other factors deemed significant to maintain community vitality or resilience.

6. Identify Community Hazard-Reduction Priorities and Mitigation Strategies

- a. Use the community base map, risk assessment, and overall community priorities to facilitate a collaborative stakeholder discussion that leads to the identification of:
 - Priorities for wildland fire fuel projects
 - Priorities for reducing structural ignitability
 - Priorities for improving response capability/capacity.

Table 8: Long-term Strategic Fuelbreak Plan Priorities

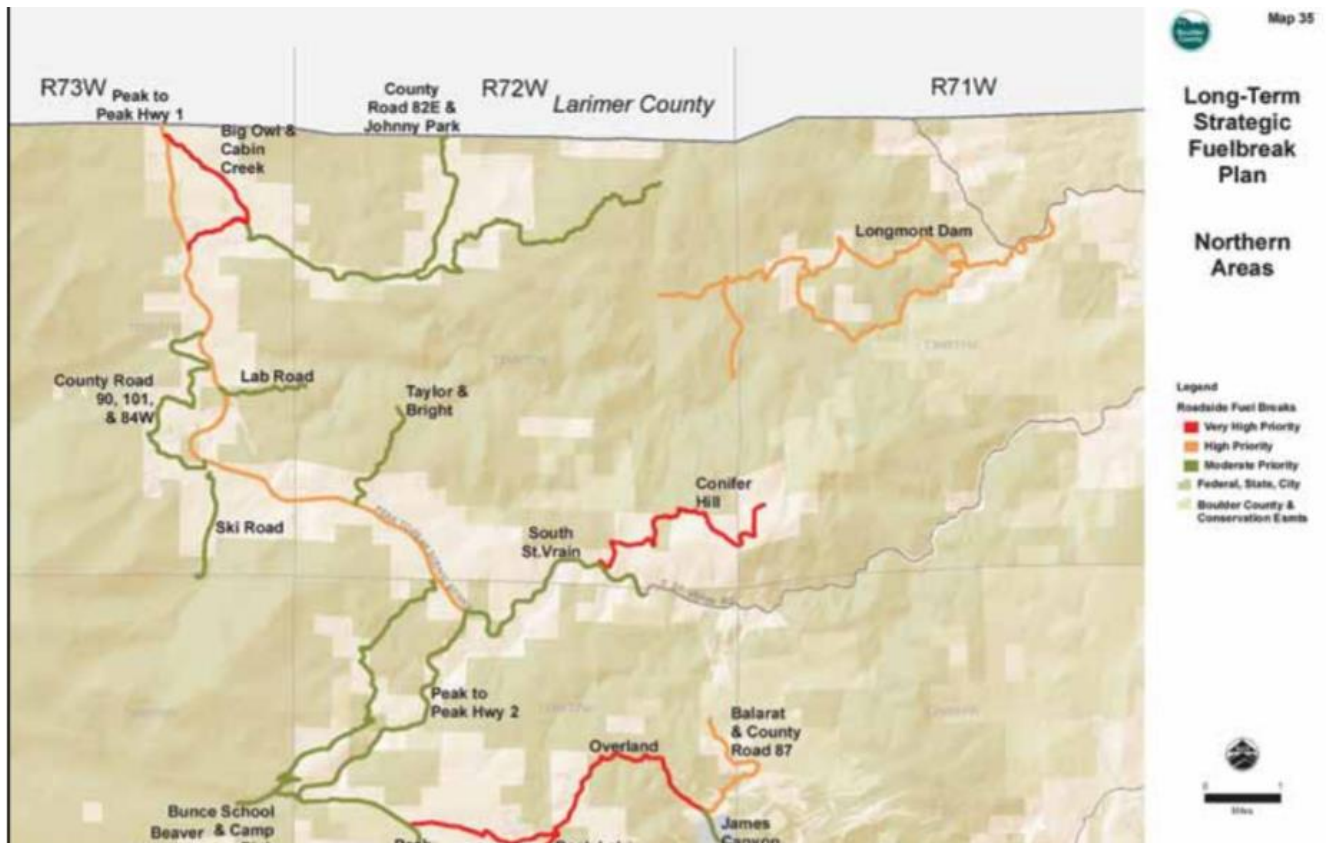
Very High Priorities (Red)

<i>Project Name</i>	<i>Distance (Miles)</i>	<i>Estimated Acreage</i>	<i>Map</i>	<i>Township</i>
<i>Big Owl & Cabin Creek</i>	<i>2.68</i>	<i>97</i>	<i>North</i>	<i>T3N R73W</i>
<i>Bison & Pika</i>	<i>5.13</i>	<i>186</i>	<i>South</i>	<i>T1S R71W</i>
<i>Camp Eden</i>	<i>1.24</i>	<i>45</i>	<i>South</i>	<i>T1S R71W</i>
<i>Carriage Hills</i>	<i>3.55</i>	<i>129</i>	<i>Central</i>	<i>T1N R71W</i>
<i>Conifer Hill</i>	<i>3.97</i>	<i>144</i>	<i>North</i>	<i>T3N R72W</i>
<i>County Road 97</i>	<i>1.08</i>	<i>39</i>	<i>South</i>	<i>T1S R72W</i>
<i>Cutter Lane</i>	<i>1.18</i>	<i>43</i>	<i>Central</i>	<i>T1N R71W</i>
<i>Deer Trail</i>	<i>1.62</i>	<i>59</i>	<i>Central</i>	<i>T1N R71W</i>
<i>Escape Route & Logan Mill</i>	<i>2.99</i>	<i>109</i>	<i>Central</i>	<i>T1N R71W</i>
<i>Flagstaff</i>	<i>8.61</i>	<i>313</i>	<i>South</i>	<i>T1S R71W</i>
<i>Lazy Z Road</i>	<i>2.43</i>	<i>88</i>	<i>South</i>	<i>T1S R72W</i>
<i>Lee Hill Road</i>	<i>4.00</i>	<i>145</i>	<i>Central</i>	<i>T1N R71W</i>

Sample Hazard Reduction Project Priority List

- b. Let the stakeholders help build this list. Ensure that stakeholders understand that some mitigation measures will require regular maintenance in order to remain effective over the long term.
- c. Collaboration and success is enhanced when stakeholders are involved at all stages of project planning
- d. Anticipate and discuss project objective and obstacles openly, Examples that may arise are:

- Project Cost: Who will fund it?
- Stakeholder Conflict over priority
- Non-collaborative relationships between stake holders
- Contractor Concerns
- Project Treatment Method



Sample Community Hazard Reduction Priority Map

7. Develop and Action Plan and Assessment Strategy

- Before finalizing the CWPP, core team members and key community partners should consider developing an action plan that identifies roles and responsibilities, funding needs, and timetables for carrying out the highest priority projects. Additional consideration should be given to establishing an assessment strategy for the CWPP to ensure that the document maintains its relevance and effectiveness over the long term.

8. Finalize the CWPP and Obtain Agency Approval

- a. The core team should reconvene and mutually agree on the fuels treatment priorities, preferred methods for fuels treatment projects, the location of the wildland-urban interface, structural ignitability recommendations, and other information and actions to be contained in the final document.

Once the core team produces a final draft, the plan must be approved by your county, your local fire protection district, and the Nevada Division of Forestry.

CWPP Planning Resources:

There are a lot of good resources on how to complete your CWPP. The Network offers a resource page at: forestry.nv.gov/fire-adapted-communities/community-wildfire-protection-plans-cwpp

Your Network Community WUI Coordinator is also a resource and can provide CWPP workshops to your community. Depending on time constraints, the coordinator might also be able to help facilitate the completion or update of your CWPP.

Community Chapter Action Plan: The chapter needs to create and maintain a prioritized action plan to become a fire adapted community. The FAC Action Plan is a tool for your community to use that shows where your community is in implementing FAC. Complete the exercise and identify three- five concepts that your community can strive to obtain. Your Network Community WUI Coordinator will guide you through this building exercise



FAC Action Plan

1. Resilient Landscapes

- Develop Agreements for Shared Fuels Treatments
- Enable Large-Landscape Level Fuel Treatments
- Develop Conservation Easements
- Improve landscape management for fire Prevention
- Improve wildfire treatment mapping

2. Fire Adapted Communities

- Cultivate partnerships with realtors, insurers, volunteers
- Provide defensible space inspections and education
- Connect community members with fire agencies
- Provide community wildfire awareness programs
- Improve local capacity for fire mitigation work
- Promote Living With Fire, FireWise, or Ready,Set, Go Programs
- Obtain and maintain chapter status in Nevada Network of Fire Adapted Communities
- If Appropriate for your chapter, Obtain FireWise USA Community Certification
- Enable home hardening programs for residents
- Enact/Improve WUI Codes and Ordinances
- Provide incentives for residents to complete defensible space
- Complete community hazard assessments and CWPPs
- Cultivate community FAC leaders
- Provide defensible space inspection trainings for chapter members and residents

3. Safe and Effective Wildfire Response

- Improve local wildland Fire Response
- Improve community ingress/egress
- Improve community and residential signage
- Inform and Rehearse Evacuations

- Connect with your local Fire District to see how they are implementing FAC concepts

Score Descriptions

0: N/A, this practice is not important or applicable or feasible

1: Abandoned: We tried to employ this practice but stopped because we weren't getting sufficient results

2: Covered: Other agencies have this covered

3: Emerging: We need to emphasize this practice more but could use more help or information

4: Adolescent: We are making some progress on this practice

5: Mature: We excel at this practice and we are getting good results from implementation

Community Chapter Action Plan Project List Sample

Action	Responsible Party	Timeline
Maintain Network Membership by meeting all renewal requirements	Chapter President	November 2018
Complete Defensible Space Inspections on 10 properties within the community	Mr. Volunteer to work with Network staff	May 2019
Organize and host a CWPP training day for community members (FAC Community Annual Event)	Chapter Vice-President with Network Staff	July 2019

Fire Adapted Community Annual Event: The chapter must conduct an annual Fire Adapted Community Event. Your Network Community WUI Coordinator will assist you with planning and organizing your first Fire Adapted Community Annual Event. Time dedicated to preparing for, hosting, and breaking down the event can be used as a part of your Chapter's required community investment of \$2.00 per capita annually.

Examples of potential activities and expenses that can be used in meeting the Network's annual investment requirements are listed below. This list serves as potential activities and is not a comprehensive list

Wildfire Preparedness Educational Outreach
--

- Hosting a wildfire-related educational program within your Network Community Chapter.
- Defensible Space Inspection form educational seminar or training.
- Fuel- reduction tool safety and personal protective equipment training
- Community CWPP training seminars
- Annual community CWPP update meeting

Wildfire Fuel Reduction Activities

- Community defensible space fuels removal day
- Community weed eating day
- Community raking and litter removal day
- Preparing for or assisting a neighbor with a community chipping or fuel disposal day

Annual Community Chapter Investment: Community Chapters must document a community investment of \$2.00 per capita in activities that to fully preparing their community for the presence of wildfire. This obligation is easily attainable in the time spent preparing and hosting your annual Fire Adapted Community Event.

Examples of potential activities and expenses that can be used in meeting the Network's annual investment requirements are listed below. This list serves as potential activities and is not a comprehensive list.

Nevada Network Match Types:

1. Hard Match: Match is a cash match from chapter members for expenses related to preparing the community for the presence of wildfire or the establishment, maintenance, and/or the promotion of the Network Chapter.
2. Soft Match: Match is typically volunteer hour contributions related to preparing the community for the presence of wildfire or the establishment, maintenance, and/or the promotion of the Network Chapter.

Network Community Chapter Establishment, Maintenance, Recruitment, and Reporting

- Reviewing Chapter Membership requirements.
- Filling out and submitting a Chapter or Individual Membership Application.
- Meetings with Network Staff to complete Network required reporting documentation.
- Meetings or presentations with potential Network members for member recruitment, information sharing, or collaborative planning.
- Completing Community Chapter Prioritized FAC Action Plan
- Documentation and maintenance of Community Chapter time investment records.
- Preparation of Community Chapter System of Governance document
- Preparation of proposed Community Chapter boundaries and maps

Coordination of Network Community Chapter Projects, Meetings, or FAC Community Events

- Coordination and implementation of annual Chapter Fire Adapted Community Event.
- Preparation or facilitation of Network Community Chapter Meeting.
- Attendance at Network Community Chapter Meeting.
- Preparation and submittal of the Community Chapter annual progress report
- Community Chapter Leader program administration time.
- Involvement in a local Fire Adapted Community working group or coalition.
- Involvement in the Community Wildfire Protection Plan process within your Network Community Chapter or County.
- Training of new Community Chapter leaders or members on the Network Operating Manual, Chapter Leader Handbook, or other Network-related materials.

Wildfire Preparedness Educational Outreach

- Attendance at wildfire-related educational meetings, seminars, trainings, or workshops.
- Travel time (port-to-port) for wildfire-related educational meetings, seminars, trainings, or workshops.
- Organizing and facilitating a wildfire-related educational program within your Network Community Chapter or another Network Community Chapter.
- Defensible Space Inspection form completion, educational seminar, or training.
- Fuel-reduction tool safety and personal protective equipment training.
- Representing Network or Network Community Chapter at an outreach event.
- Writing and submitting an article about your Network Community Chapter to the Network Pulse newsletter.

Wildfire Fuel Reduction Activities

- Thinning, removing, or clearing vegetation from your or a neighbor's defensible space
- Thinning, removing, or clearing vegetation from a community common area or routes of ingress/egress.
- Moving firewood or other flammable materials at least 30 feet away from your home.
- Creating a fuel break around your property or the community boundaries.
- Preparing for or assisting a neighbor with a community chipping or fuel disposal day.

Hard-Match Expense Examples

- Registration fees associated with wildfire-related educational meetings, seminars, trainings, or workshops.
- Supplies for fuel-reduction activities (community-shared power equipment, gas, chains, oil).
- Chipper/ Masticator/ Skid-Steer Rentals or associated costs.
- Costs for community clean-up day (chipper rental, dumpster rental).
- Contractor/Consultant expenses for fuel-reduction or CWPP work.
- Costs to retrofit homes with home-hardening features (Class A Roofing, Remove/ Replace combustible mulches).
- Outreach literature production and distribution costs.
- Hand tool purchase/ rental (Pruners, rakes, weed trimmers, loppers, handsaws, locked tool shed).
- Mileage at the current GSA rate for attendance at wildfire-related educational meetings, seminars, trainings, or removing hazardous fuels.
- Food/ beverages for Network Community Chapter meetings, annual Chapter event, wildfire-related educational meetings, or Chapter work-parties.

Annual Community Chapter Progress Report: A Community Chapter must provide an annual progress report to the Board summarizing the Chapter's progress in becoming a Fire Adapted Community. Your Network Community WUI Coordinator will assist you with your annual report. The approved Community Chapter Annual Progress Report is as follows:



THE NEVADA NETWORK OF FIRE ADAPTED COMMUNITIES

Annual Community Chapter Progress Report

Chapter Name: -

Chapter County:

Community Chapter Contact Name:

Community Chapter Contact Number:

<i>Chapter Membership Eligibility Criteria Review</i>
To qualify for membership as a <i>Community Chapter</i> the community must:
1. Document the involvement of a minimum of two founding members that are in good standing as individual members within the Network.
<p>1a. Please document at least two of the founding members as listed in your founding Network Member Declaration:</p> <p>Printed Name: _____</p> <p>Mailing Address: _____</p>

Phone: _____ Email: _____

Printed Name: _____

Mailing Address: _____

Phone: _____ Email: _____

2. Complete an application for *Chapter* status to be considered for action by the Network Advisory Board.

2a: Did the Network Advisory Board approve your community chapter application?

Yes No Not Sure

2b: If yes, what date did the Advisory Board approve the *Chapter* application? _____

2c: Did the community *Chapter's* executive committee receive a copy of the approved application?

Yes No

2d: Did the community *Chapter's* executive committee receive a copy of the Network community *Chapter Leader Handbook*?

Yes No

2d: If yes, did the Network Coordinator or Network Regional Community Representative provide the community *Chapter's* executive committee training on the use of the *Chapter Leader Handbook*?

Yes No

2e: Does the Network Coordinator or Network Regional Community Representative have a training plan in place for the community *Chapter*?

	Yes	No
3. Designate <i>Chapter</i> boundaries within which chapter activities will occur and that do not overlap with other chapter boundaries		
3a: Did the Network Advisory Board approve the proposed <i>Chapter</i> boundaries within your original community chapter application?	Yes	No Not Sure
3b: Did the <i>Chapter</i> receive an approved community <i>Chapter</i> boundary map from the Network Coordinator or the Network Regional Community Coordinator?	Yes	No Not Sure
3c: Are <i>Chapter</i> boundaries incorporated into the Network's ArcGIS database?	Yes	No
4. Propose a name or title for the <i>Chapter</i>		
4a. Did the Network Advisory Board approve the proposed <i>Chapter</i> name or title within the original community chapter application?	Yes	No Not Sure
5. Select a sustainable system of governance that will be utilized for decisions and leadership		
5a. Please describe the system of governance and decision-making process the community <i>Chapter</i> installed and explain how this model is sustainable: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

5b. Did the Network Advisory Board approve the proposed leadership organizational chart and description of roles within the original community chapter application?

Yes No Not Sure

5c. Please attach the most recent leadership organizational chart for the community *Chapter*.

6. Agree to the principles, prerogatives, and obligations as detailed in the Chapter Charter that establish the relationship between the *Chapter* and the Board/ Network as well as the intent of both parties to fulfill obligations that ensure mutual benefit in support of the Network's Vision and Mission

6a. Did all founding members sign the founding member declaration statement on the community *Chapter's* original Community Chapter Application?

Yes No Not Sure

6b: Have all members of the community *Chapter's* current executive committee read and understand the founding member declaration statement?

Yes No Not Sure

Community Chapter Obligations and Expectations

To retain membership as a *Community Chapter* the community must:

1. Create or Update the Community Wildfire Protection Plan (CWPP) for the community by the second year of membership.

1a: Does your community have a CWPP in place that adheres to the requirements of the Healthy Forests Restoration Act of 2003?

Yes

No

1b: If Yes, what year was the CWPP completed? _____

1c: If No, What steps have you taken to make significant progress towards creating a CWPP for your community?

2. Created a prioritized action plan to become a Fire Adapted Community (FAC).

2a: Has the Network Coordinator or Network Regional Coordinator approved your community's action plan?

Yes, Date Completed: _____

No

2b: If not, have you scheduled a meeting with your Network Regional Coordinator to assist with completing your community's action plan?

Yes, Date Completed: _____

No

2c: Has your Community completed the Fire Adapted Communities Network Building Exercise?

Yes, Date Completed: _____

No

2d: If not, has the Network Coordinator or Network Regional Coordinator scheduled a meeting to conduct the Fire Adapted Communities Network Building Exercise with your community?

Yes

No

2e: Please list the five priority Fire Adapted Community concepts from the Network Building Exercise that your community is striving to achieve:

1. _____

2. _____
3. _____
4. _____
5. _____

3. Conduct an annual Fire Adapted Community event.

3a: Has your community conducted your Fire Adapted Community Event this year?

Yes, Date Completed: _____

No

3b: If not, when you do plan to conduct your Fire Adapted Community Event?

Date Planned: _____

Have you contacted your Network Regional Coordinator for assistance with planning your Fire Adapted Community Event?

Yes

No

3c: If Yes, what type Fire Adapted Community Event did you conduct?

- Defensible Space Training
- Community Chipping or Slash Removal Day
- Community Thinning Project
- Home-hardening seminar
- Wildfire related conference or workshop
- Evacuation Drill
- Other: _____

3d: Please document your volunteer hours or hard-match for your event below:

Nevada Network of Fire Adapted Communities- FAC Event Contributions Sheet							
Event Name	Event Date	Match Type	Volunteer Hours	Hard Match Item	Amount		
		Total Match:					

4. Document a community investment of \$2 per capita annually in activities that contribute to fully preparing the community for the presence of wildfire.

4a: Please document your chapter’s community investment of at least \$2 per capita. This can be generated from volunteer hours or hard-match

Nevada Network of Fire Adapted Communities- Community Investment Sheet							
Event Name	Event Date	Match Type	Volunteer Hours	Hard Match Item	Amount		
		Total Match:					

5. Provide an annual progress report to the Board summarizing the *Chapter's* progress in becoming a Fire Adapted Community.

5a: Did your community provide an annual progress report that the Network Advisory Board approved?

Yes No

5b: If not, has your community asked for assistance from your Network Regional Coordinator to complete an annual progress report?

Yes No

Community Chapter Representative Name: _____

Community Chapter Representative Signature: _____ Date: _____

Network Approval:

Date Approved by Advisory Board: _____

Denied by Advisory Board (*Network Staff to follow up with Chapter to correct Action Plan*)

Network Representative Name: _____

Network Representative Signature: _____ Date: - _____

-----End Annual Progress Report-----

Appendix A: Individual Member Application



THE NEVADA NETWORK OF FIRE ADAPTED COMMUNITIES

Application for Individual Membership

Qualifications	Benefits of Membership
To qualify for membership as an <i>Individual Member</i> , individuals must:	<i>Individual Members</i> will receive the following benefits:
1. Reside or own property in a Nevada location threatened by wildfire.	1. The opportunity to support an organization that works to protect their home and their community from wildfire.
2. Agree to support the Mission and Vision of the Network.	2. The opportunity to join with other <i>Individual Members</i> to form a local community <i>Chapter</i> , which could increase the opportunity to receive financial support for fire adapted activities from state, federal and local entities.
3. Apply fire adapted community principles to their own residence/properties.	3. The opportunity to receive information, education and training related to wildfire preparedness.

4. If affiliated with a community chapter, agree to support the objectives of that chapter.	4. The opportunity to acquire technical knowledge needed to more effectively influence planning and decision-making activities affecting the local area.
5. Pay the annual fee. individual membership fee will be postponed until the Network Annual Membership fee collection mechanisms are in place	5. Should an individual member choose to affiliate with a Network Community Chapter their membership fee will be pooled into their Community Chapter Grant fund pool as outlined within the Network's Operating Manual Appendix E.

Please provide the requested information under each of the headings that follow: Additional pages may be attached if more space is required.

Date: _____

Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

Home Phone: _____

Cell: _____

FAX: _____

E-mail: _____

Mailing Address (If different from above): _____

City: _____ State: _____

Please indicate below the category of membership you are seeking:

- ☐ Individual Membership: Individuals applying for this category must reside or own property in a location threatened by the occurrence of wildfire. Please provide a general description of where your house or property is located.

- ☐ Friend of the Network: Please describe your reason for seeking Network membership in this category.

Friend of the Network

Individuals who do not live in an area with a threat of wildfire or simply want to support the mission of the Network can become a member in this category. Members in this category will be assessed the same annual fee as *Individual Members*. *Friends of the Network* will receive a monthly on-line newsletter, invitations to training seminars, and an invitation to attend the annual Statewide Conference.

Do you currently, or have you ever served in a leadership role in your community?

- ☐ No ☐ Yes (If yes please describe)

Is there a Community Chapter of the Network active in your community?

- ☐ Yes, Name

Are you currently an active participant in this Chapter?

- ☐ Yes ☐ No

- ☐ No

- ☐ Not sure

Have you completed work to prepare your home and property for the occurrence of wildfire?

☐ Yes, briefly describe work completed:

☐ No, briefly describe your plans to begin preparing your home and property for the occurrence of wildfire:

Annual Membership Fee

Amount Enclosed

The yearly membership fee is \$15.00.

Primary Community Chapter Affiliation:

Individual Members may become active in more than one community Chapter. There is an additional annual fee of \$5.00/Chapter if you wish to exercise this option.

Additional Community Chapter Affiliations:

(The individual membership fee will be postponed until the Network Annual Membership fee collection mechanisms are in place)

Total Amount Enclosed:

Applicant Declaration

Desiring to become a member, I commit to support, assist, and advance the mission and vision of the Nevada Network of Fire Adapted Communities. I accept the obligations and responsibilities that such an affiliation confers. Further, I recognize and acknowledge that the goodwill, trust, and reputation of the Network and the ability of every member to advance the mission rests on the acts, words, and deeds of all those associated with the Network.

Therefore, my involvement will be conducted in a manner that upholds the integrity, credibility and reputation of the Network and I will commit to preparing myself, my home, my community, and the surrounding landscape to survive the occurrence of wildfire to the greatest extent possible.

Name: _____

(Printed)

Signature _____ Date: _____

-----End Individual Member Application-----

Appendix B: Community Chapter Application



THE NEVADA NETWORK OF FIRE ADAPTED COMMUNITIES

Community Chapter Charter and Application

Background

Mission

The mission of the Nevada Network of Fire Adapted Communities (Network) is to foster the wide spread occurrence of Fire Adapted Communities (FAC) where Nevadans living with the threat of wildfire fully prepare themselves, their homes, and the landscape where they reside to survive the destructive force of wildfire.

Vision

People living in vulnerable wildland urban interface locations, will become active members of The Network and form enduring partnerships with fire services and other relevant organizations and individuals to create a community culture that continuously mitigates the threat and elevates the probability of people, structures and landscapes surviving the occurrence of wildfire. To fulfill this mission and achieve this vision, The Nevada Fire Board consisting of local, state, and federal fire officials adopted an implementation plan that specified the following three actions:

1. Create a sustainable, state-wide partnership/organization that will assist communities, residents, and community organizations in facilitating their FAC education, action planning and implementation while providing incentives for membership and self- sustaining community organization and actions.
2. Establish current level of risk and hazard of wildfire to communities and take action to reduce risks and hazards.
3. Create functioning financial incentives that provide positive feedback loops for communities and residents to continue implementing Fire Adapted Community actions.

On October 24, 2016 the Nevada Division of Forestry (NDF) presented a proposal to create a new organization responsible for completing the actions specified in the Fire Board's plan. In attendance was a broad base of stakeholders who thoroughly reviewed the proposal and ultimately supported proceeding with the development of the proposed organization. A core

component of the Network's structure was an advisory board consisting of representatives from major stakeholder organizations and residents from threatened communities. The Network Advisory Board was vested with the decision-making process and was charged with providing overall operational and programmatic direction. To the greatest extent possible, NDF has delegated the decision-making process to the Board. The Board has adopted the procedure described in this Charter to encourage threatened communities to organize, and become members of the Network as Chapters. Additional details regarding the Network's operational procedures and organizational form can be found in the Board's Operating Manual.

Please review the following sections detailing principles, prerogatives, and obligations, and then complete and submit the accompanying form and required information to the Network Coordinator for the Board's consideration and action. Upon approval, the applicant community will gain formal recognition as a Chapter of the Network.

The Network's Guiding Principles, Prerogatives and Benefits

Principles of Community Chapter Organization

1. Membership will be open to all individuals who subscribe to and support the mission and principles of the Network.
2. Individual members will be allowed to organize local chapters of the Network in geographical areas threatened by wildfire, utilizing an appropriate democratic organizational form to address any issue or activity that is relevant to and consistent with the mission and principles of the Network.
3. Decisions will be made and activities initiated at the most local level that includes all relevant and affected parties.
4. All Chapter members will have an equitable opportunity and responsibility to participate in Community Chapter discussions, deliberations, and the decision-making process.
5. Decisions will be made by methods and bodies representing a full diversity of views and interests and not controlled by any single view or interest.
6. Deliberations and decisions will incorporate the best knowledge and experience presently available.
7. The Board, NDF, and Chapter organizations will maintain the highest standards of credibility and ethical conduct, and disseminate full and accurate reports of activities and accomplishments as well as accountings of their business affairs.

Principles of Community Chapter Practice

To best of their ability every member and collectively every Community Chapter will:

1. Seek the collaboration and contributions of diverse professions, experience, knowledge, viewpoints, and resources to build trust and gain support for completion of needed activities and projects to accomplish the mission of the Network.

2. Proposed activities and projects must meet established standards and comply with applicable agency, state, and federal laws, regulations and rules.
3. Encourage those activities and practices that ensure the protection or maintenance of resilient landscapes..
4. Engage in mutual learning to deepen respect for and trust in one another and to improve understanding and appreciation of the natural system in which they choose to reside.
5. Commit to resolving conflicts constructively without resorting to social, psychological or physical intimidation or violence.
6. Support collective actions required to increase community survivability and accept personal responsibility for mitigating those risks and hazards on their property that result from individual actions and choices.

Prerogatives of the Network Board

The Network Board reserves the prerogative to:

1. Review and approve any *Chapter* application for funding, contract, or agreement that in any way conveys obligations and/or liabilities to the Network and/or the Network Board.
2. Request records reports or other disclosures regarding the activities, accomplishments, or business affairs, of any *Chapter*.
3. Establish procedures by which Community Chapter plans or project proposals might be reviewed , as necessary
4. Intercede where internal *Chapter* conflicts and disagreements jeopardize accomplishment of the mission or pose potential threats to the Network's, the Network Board's or NDF's reputation and/or credibility.
5. Utilize photographs, reports, interviews, or other materials and information regarding *Chapter* accomplishments to promote and advance the public image and awareness of the Network.
6. Review any and all *Chapter* activities to ensure continued compliance with the eligibility requirements and adherence to the Network mission and Charter principles.
7. Establish cost recovery methods associated with providing services requested by a *Chapter*.
8. Revoke *Chapter* status when it is determined that a group is in state of non-compliance with the mission, Charter principles, Network operating procedures, or applicable agency, state, or federal laws, procedures and rules.
9. Assess annual membership fee on individual members of the Community Chapter.

Benefits for Community Chapter

The benefits that a Chapter can reasonably expect the Network to provide are information, mentorship, guidance, and connectivity to resources to assist with the following:

- Provide a single point of contact for membership support.
- Disposal of accumulated hazardous fuel
- Funding and grant opportunities
- Access to educational and informational material available for distribution from the Network, Living With Fire, and others.
- Connect community with professionals and/or qualified contractors or work crews when project prescriptions that require the involvement of labor beyond the community's capability.
- Creating or maintaining the Community Wildfire Protection Plan (CWPP).
- Allow *Chapters* to utilize the name, logo, and other marketing materials of the Network when such use clearly advances the Network's mission

Additional aspects of mutual benefit may be suggested as the *Chapter* grows and experiences a different set of needs for support and continued success. These possible additional benefits are listed in the Chapter Leader Handbook and may be discussed at the time of membership renewal.

Prerogatives of the *Chapter*

Consistent with the Network mission, vision, charter principles, Network Operating Manual, and applicable agency, state, and federal laws, rules, and procedures, *Chapters* of the Network are authorized to:

1. Organize in any democratic manner and in any area threatened by wildfire.
2. Adopt statements of purpose, develop operating procedures, and institute systems of governance.
3. Join with other *Chapters* and/or enter into cooperative arrangements with any organization such as; local fire districts, Local, State, Federal Agencies, and the Living With Fire program.
4. Identify the primary and backup contacts that will serve as liaison to the Network Board and staff.
5. Use the name Nevada Network of Fire Adapted Communities, the Network, logos, and other images so long as the use is consistent with the Network's mission and Charter principles.
6. In accordance with Nevada's open meeting law, may attend meetings of the Network Board and submit agenda items, proposals, and other requests through prescribed channels, for the board's consideration.
7. Publicize and promote chapter activities and accomplishments providing all participants and contributors are given equitable credit and recognition.

Obligations of the *Chapter*

In support of the Network,

Chapters shall:

1. Take all actions necessary to ensure that the collective organization as well as individual members conduct all activities and functions to advance the Network's mission in accordance with Charter principles.
2. Develop and implement a sustainable system of governance and decision making in accordance with Charter principles.
3. Identify primary and backup contacts to serve as the communication link and liaison to the Network Board and staff.
4. With support from The Network, and in partnership with relevant local, state and federal fire agencies create or update the Community Wildfire Protection Plan (CWPP) for the Chapter's identified geographic area. (*Must show significant progress within first two years and completion by the third year*)
5. Employ all best efforts to advance the mission of the Network by creating a prioritized Action Plan template to become a Fire Adapted Community (FAC).
6. Document a minimum community investment of \$2 per capita annually in activities that contribute to preparing the community for the presence of wildfire.
7. Conduct an annual Fire Adapted Community event.
8. Keep accurate and up to date records of financial transactions, plans, accomplishments, decisions, deliberations and other activities.
9. Provide an annual progress report to the Board summarizing the Chapter's progress in becoming a Fire Adapted Community.
10. Openly share best practices, lessons learned, successes, stories, and highlights of activities with other chapters, the Network Board, and staff.
11. Give full cooperation in responding to requests from Network Board and staff for information, reports, or other materials.
12. Indemnify and hold the Network Board, its employees, agents, and representatives, harmless from any costs, attorney's fees, damages or liabilities arising out of or in any way caused by the chapter's breach of operating procedures, or negligence.

Community Chapter Membership Eligibility Criteria

When Individual Members in a wildfire threatened location decide to coalesce and form a local action group to address their common vulnerability they may apply for membership in the Network as a local *Chapter*.

REQUIREMENTS AND QUALIFICATIONS

To qualify for status as a *Chapter*, the community must meet the following qualifications to apply for Board consideration:

1. Document the involvement and commitment of a minimum of two founding members.
2. Designate chapter boundaries within which their activities will occur that do not overlap with other chapter boundaries.
3. Select a sustainable system of governance that will be utilized for making decisions and ensuring continuing leadership.
4. Propose a name or title for the *Chapter*.
5. Establish goals and commit to increase awareness, motivate the residents of the community and seek the expertise and resources required to accomplish the necessary tasks to advance the Network's mission and achieve the vision.
6. Complete an application for *Chapter* status for consideration of approval by the Board.
7. Agree to follow the provisions embodied in the *Chapter* Charter that establishes the relationship between the Chapter and the Board/Network as well as the intent of both parties to fulfill obligations that ensure mutual benefit in support of The Network's Vision, Mission, Operating Manual and Chapter Leader Handbook.



Community Chapter Application and Member's Declaration

Please provide the requested information under each of the headings that follow:
Additional pages may be attached if more space is required.

Date: _____

Proposed Chapter Name:

Primary Contact (Founding Member #1):

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

Fire District or Department: _____

Mailing Address (If different from above): _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____
Email: _____

Do you currently or have you ever served in a leadership role in your community?

No Yes (If Yes, please describe)

Secondary Contact (Founding Member #2):

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

Fire District or Department: _____

Mailing Address (If different from above): _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Do you currently or have you ever served in a leadership role in your community?

No Yes (If Yes, please describe)

Describe the geographical area that defines the operational jurisdiction for the chapter. Please attach a map showing the boundaries within which the chapter will conduct its activities.

Approximately how many acres are contained within the boundaries? _____

Approximately how many residences or other structures at risk? _____

What is the approximate average lot size? _____

Approximately what percentage of the residential properties in the proposed Chapter area are second homes or rentals? _____

Please describe the system of governance and decision-making process the proposed Community Chapter will utilize for the Chapter and explain how this system can be sustained over time. Please provide a leadership chart and description of roles for each executive officer.

Is the geographical area proposed for the Chapter included within an approved Community Wildfire Protection Plan?

☐ No ☐ Yes Date of approval _____ ☐ Don't Know

Within the proposed *Chapter* boundaries, has work been completed to prepare the location for wildfire e.g. hazardous fuel reduction, defensible space completion, structure modification, access improvement, roof replacement, etc.?

- Yes
If so, are records, maps, GIS data, and other materials documenting this activity available?

- No
- Don't Know

Which of the following best describes the organization submitting this application:

- ☐ HOA: Name _____
- ☐ GID: Name _____
- ☐ Community Board: _____
- ☐ Special District: _____
- ☐ Previous Fire Safe Council Chapter: _____
- ☐ Previous Community/Group member of the Network: _____
- ☐ Newly Organized Group: Please describe:

- ☐ Other: Please explain: _____

- ☐
- ☐ Please identify the three highest priority needs that must be addressed to prepare the proposed community chapter area for the occurrence of wildfire:
 - ☐ 1. _____
 - ☐
 - ☐
 - ☐ 2. _____
 - ☐
 - ☐ 3. _____
 - ☐

Founding Member Declaration

We, the undersigned, desiring membership as a Chapter affiliate with the Nevada Network of Fire Adapted Communities (Network), commit to support and adhere to the mission and principles described in this Charter and accept the prerogatives, obligations, and benefits that such an affiliation confers. Further, we recognize and acknowledge that the goodwill, trust and reputation of the Network as a whole and the ability of every member to advance the mission, rests on the acts, words and deeds of all those associated with the name and related images. Recognizing that chapter affiliation gives us the opportunity to use the name, we commit to:

- ***Conducting our affairs in a manner that upholds the integrity, credibility and reputation associated with the name and related images.***
- ***Only using the name and related images in direct connection with work conducted in furtherance of the mission and to achieve the vision.***
- ***Only using the name and related images in conformity with operating procedures and standards for use and quality set forth from time to time by the Network Board.***
- ***Stop using the name and related images upon termination of individual membership or chapter status.***

Name (Please Print)	Contact Information	Date
1. Printed Name: _____ Signature: _____	Address: _____ _____ Phone: _____ Email: _____	
2. Printed Name: _____ Signature: _____	Address: _____ _____ Phone: _____ Email: _____	
3. Printed Name: _____ Signature: _____	Address: _____ _____ Phone: _____ Email: _____	

Name (Please Print)	Contact Information	Date
4. Printed Name: _____ Signature: _____	Address: _____ _____ Phone: _____ Email: _____	
5. Printed Name: _____ Signature: _____	Address: _____ _____ Phone: _____ Email: _____	
6. Printed Name: _____ Signature: _____	Address: _____ _____ Phone: _____ Email: _____	
7. Printed Name: _____ Signature: _____	Address: _____ _____ Phone: _____ Email: _____	

Network Approval:

Date Approved by the Advisory Board: _____

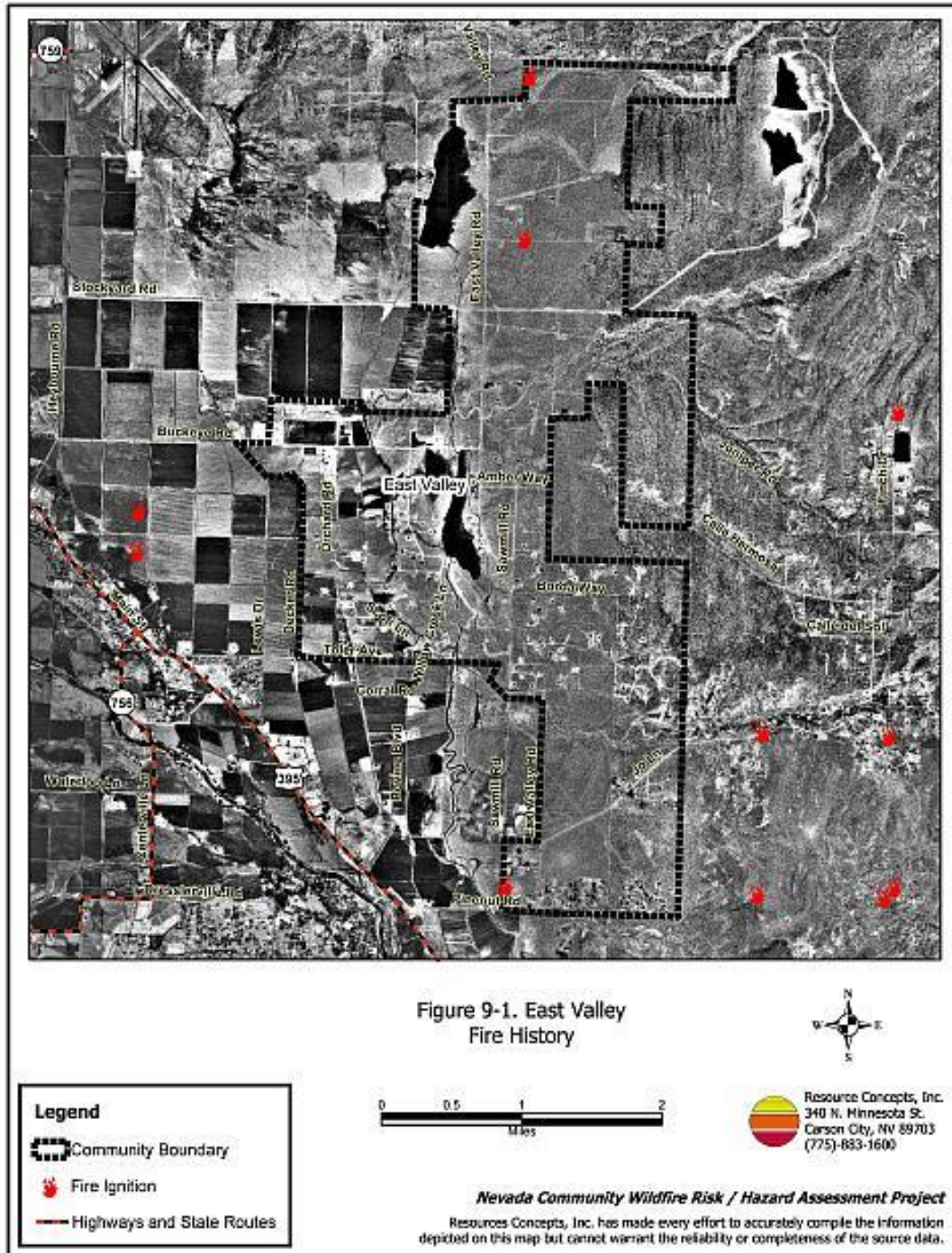
Denied by the Advisory Board (*Network Staff to follow up with Proposed Chapter founding members to correct application*)

Network Representative Name: _____

Network Representative Signature: _____ Date:

-----End Community Chapter Application-----

Appendix C: Example Community Chapter Map



Appendix D: Example Community Chapter System of Governance

Nevada Network of Fire Adapted Communities Chapter Governance Guidelines

Network Chapter Board

BOARD MEMBERSHIP

Qualifications

Board Members Shall:

1. Be at least 18 years of age
2. Be an individual member of the Chapter in good standing
3. Be a resident or own/lease property within the defined geographic boundaries of the Chapter
4. Have a demonstrated interest in the reduction of the fire threat to Nevada communities.
5. Be willing to actively advance the mission of the Network and community chapter.

BOARD ELECTIONS

Nominations

Any individual member of the Chapter may submit the name of a qualified member into nomination as a Network Community Chapter Board Member. Nominations shall be submitted in-person at a regularly scheduled chapter meeting and by a deadline announced by the Board.

Elections

Voting to fill vacant positions on the Board shall be conducted by secret ballot electronically or at a regularly scheduled board meeting. Citizens that are Individual Members of the Chapter and own/lease property within the defined geographic boundaries of the Chapter are eligible to cast a vote for board members. The elected board member will be determined by the nominee that receives the most votes.

Terms

Elected board members shall serve two years from their appointment date. Board Members may serve two consecutive terms after which they are ineligible to serve for a minimum of one year. Individuals elected to fulfill a vacated term shall serve the remaining time in the term. However, in no instance are they to be denied the opportunity to be nominated for a second term.

Nominations and elections to fill vacated Board seats may be initiated at any time upon approval by the Board and shall be conducted in accordance with the previously stated procedures.

In the event the normal nomination and election process fails to identify a candidate for a vacant Board seat, the Board may appoint a candidate to fill the vacancy on an interim basis. The board appointed candidate must meet all qualifications for Board membership. The appointed candidate is eligible to be nominated and stand for election at the next election cycle. All provisions of the Community Network Chapter governance guidelines that apply to Board members will also apply to interim appointees however time served in an interim capacity will not be counted toward the term limit restrictions as stated in the Community Network Chapter governance guidelines.

Vacancies

Vacancies on the Board shall exist (1) upon the death, resignation or removal of any member, (2) upon completion of a Board members second term, and (3) whenever additional representation is deemed necessary and seats are added to the Board's composition by a majority vote of the Board. Any Board member may resign effective upon giving written notice to the Chairperson of the Board.

BOARD OFFICERS

Chairperson

The Chairperson shall preside at all meetings of the community chapter board. The chairperson shall be the point of contact between the community chapter and the Network. The chairperson shall exercise such authority and perform such duties as the community chapter board may assign

Vice Chairperson

The Vice-Chairperson shall assume all duties of the Chairperson during his/her absence and other duties as the Board may assign.

Secretary

The Secretary shall take a record minutes and supporting documentation from community chapter meetings and make them available to the Network for public viewing.

Treasurer

The Treasurer shall provide the board with fiscal reports for community chapter activities and membership fees at each community chapter meetings. The Treasurer shall ensure community chapter members pay the annual membership fee in accordance with the Network Operating Manual.

NETWORK COORDINATION/ COMMUNICATION

The Community Chapter board will work closely with the Network Regional Community Coordinator or Network Coordinator to ensure the community chapter meets the Network's obligations and expectations for the community chapter. These obligations and expectations are:

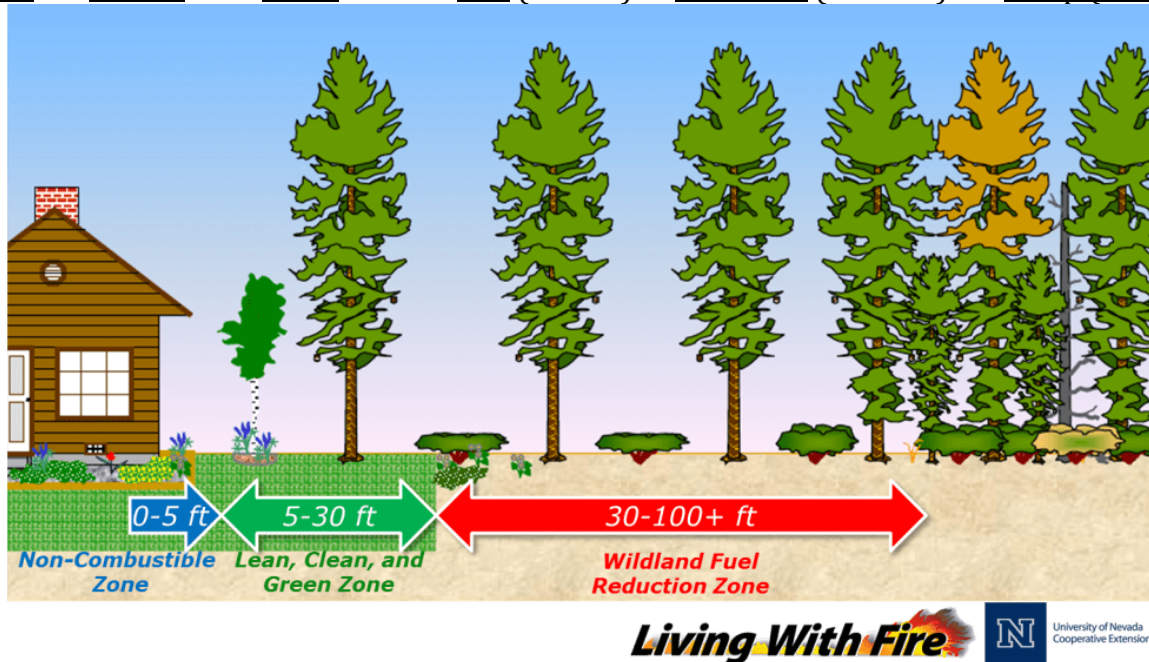
6. With support from The Network, and in partnership with your local, state and federal fire agencies, create or update the Community Wildfire Protection Plan (CWPP) for the community. (Community Chapters are expected to show significant progress within the first two years and completion by the third year.)
7. Create a prioritized action plan to become a Fire Adapted Community (FAC).
8. Conduct an annual Fire Adapted Community event.
9. Document a community investment of \$2 per capita annually in activities that contribute to fully preparing the community for the presence of wildfire.
10. Provide an annual progress report to the Board summarizing the *Chapter's* progress in becoming a Fire Adapted Community. (Network Operating Manual Page 23)

Appendix E: Network Defensible Space Inspection Form



Nevada Network of Fire Adapted Communities Defensible Space and Home Hardening Checklist

Name: _____ Phone Number: _____
 Address: _____ Zip Code: _____
 Email: _____
 Wildland Vegetation Type: _____ Steepness of Slope: _____
Trees Shrubs Grass Flat (0-20%) Moderate (21-40%) Steep (+ 40%)



Built Zone (Home and adjacent structures)

- | | | |
|--|-----|--------|
| 1. Does the home have a Class A metal, composition, or tile roof with capped ends? | Yes | No |
| 2. Are the rain gutters and roof free of leaves, needles, and branches? | Yes | No |
| 3. Are all tree limbs trimmed 10 feet from the chimney and roof? | Yes | No |
| 4. Are the vent openings screened with 1/8" mesh screening? | Yes | No |
| 5. Does the home have non-combustible siding material? | Yes | No |
| 6. Are the windows made of multi-pane tempered glass? | Yes | No |
| 7. Flammable material removed from carports or outbuildings? | N/A | Yes No |
| 8. Are the decks, porches, and other similar areas free of combustibles? | N/A | Yes No |
| 9. Are adjoining decks made of non-combustible materials? | N/A | Yes No |
| 10. Is all firewood at least 30 feet away from the home? | N/A | Yes No |
| 11. Is fencing adjoining house made of non-combustible material? | N/A | Yes No |
| 12. Are propane containers or BBQs at least 30' away from the home or have 15' fuel clearance? | Yes | No |

Non-combustible Zone (0-5 feet)

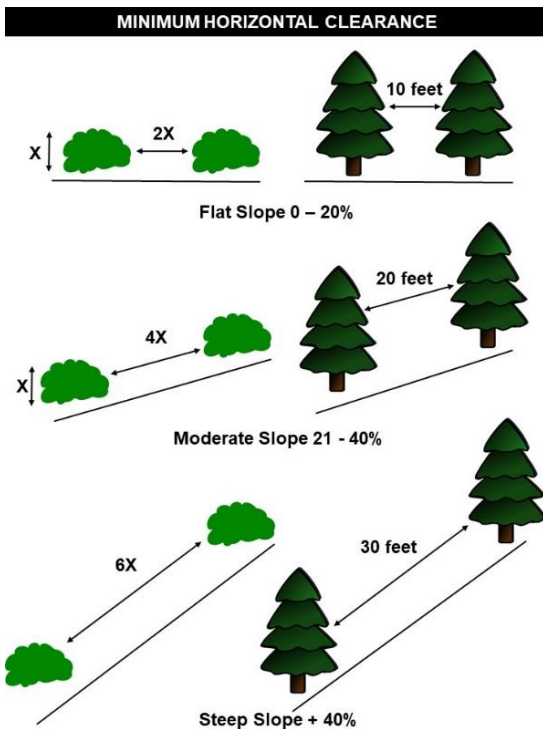
13. What type of mulch is within 0-5 feet of home? Bark Composted Rock/Gravel Rubber
 14. Are dead plants, dried leaves, and pine needles regularly removed from the 0-5' zone? Yes No
 15. Are flammable trees or shrubs planted within 0-5' of the home? Yes No


Lean, Clean, and Green Zone (5-30 feet from home)

16. Are dead plant materials, shrubs, and trees removed and disposed of? Yes No
 17. Are trees and shrubs pruned to reduce ladder fuels? Yes No
 18. Are annual grasses mowed to a height of four inches or less? Yes No
 19. Are tree canopies spaced at least 10' away from each other and 10' from the home? Yes No
 20. Are shrubs properly spaced to break up fuel continuity? Yes No

Wildland Fuel Reduction Zone (30-100+ feet from home)

21. Are dead plant materials, shrubs, and trees removed and disposed of? Yes No
 22. Are shrubs and trees properly thinned to break up fuel continuity? Yes No
 23. Are shrubs or other vegetation touching or adjacent to outbuildings? Yes No



STANDARD DEFENSIBLE SPACE GUIDELINES			
	Recommended defensible space distances are dependent on slope and vegetation type		
	Flat slope 0 – 20%	Moderate slope 21 – 40%	Steep slope + 40%
	Grasses, weeds, scattered shrubs	100 feet	100 feet
	Shrub dominant & piñon-juniper	200 feet	200 feet
	Sierra forest areas	100 feet	200 feet

Access Zone

24. Is the home address clearly visible from the street? Yes No
 25. Is the home address made of fire-resistant materials? Yes No
 26. Are street signs present at every intersection leading to the home? Yes No
 27. Is flammable vegetation within 10' of the driveway cleared and are overhanging obstructions under 15' removed? Yes No
 28. If a long driveway is present, does it have a suitable turnaround area? Yes No

Completed by: _____ Date: _____

Appendix F: Hiring a Fuels Hazard Reduction/ CWPP Contractor

Hazardous Fuel Reduction- Tree Services

Some Things to Consider Before Hiring a Contractor:

- Plan your project carefully.
- Shop around before hiring a contractor.
- Get at least three written bids on your project.
- When requesting bids, provide all contractors with accurate plans or drawings that will enable them to determine the scope and cost of work.
- Get references for previous projects the contractor has done, and follow up on them. Look at work and ask if the homeowners were satisfied with the results.
- Pay only 10 percent of the project price or \$1,000 as a down payment, whichever is less, and make sure your contract provides for a “retention.”
- Make sure everything you and your contractor have agreed to is included in your contract, and don’t sign anything until you understand and agree with all terms.
- Ask your contractor about inconveniences that may occur, and plan accordingly.
- Keep a job file.
- Take precautions to prevent mechanic’s liens from being filed against your property and ask for lien releases from subcontractors and materials suppliers.
- Make frequent inspections of the work, including a final walk-through.
- If problems or disagreements occur, try first to negotiate with the contractor.
- Contractor’s License: In general, all persons or businesses constructing or altering, moving, wrecking, or demolishing any building, highway, road, parking facility, railroad, excavation or other structure, project, development or improvement must be licensed as a contractor if the total cost of labor and materials for a project is \$500 or more. A license is also needed to do any work as a subcontractor or specialty contractor, and persons engaged in the business of home improvement